

**Actions of the meeting held on
Monday 19 May 2008, 14:30**

Yorkshire Cancer Network

The Board Room, St Gemma's Hospice

Present:

Ms A Sargent	Bradford and Airedale Teaching PCT
Mrs S Ebbage	Harrogate and District NHS Foundation Trust
Ms J Morris	Kirkwood Hospice
Mrs S Lines	Leeds PCT
Ms L Thomson	Leeds Teaching Hospitals NHS Trust
Ms C Lambert	Manorlands Hospice
Sister B Murphy	St Gemma's Hospice
Dr J Ward (Chair)	
Ms P Hirst	The Prince of Wales Hospice
Ms C Scoggins	University of Bradford
Dr V Taylor	
Mrs S Cooke	User Partnership Group
Ms J Marshall-Pallister	Wheatfields Hospice

Apologies

Ms P Dodsworth, Ms H Dudley, Mr G Farley, Ms C Inman

1. Welcome New Members			
Log No	Action	Lead(s)	Deadline
1	New members were welcomed to the group.		N/A
3. Action Log 11th February 2008			
Log No	Action	Lead(s)	Deadline
2	Agreed as a true record. To post the last Action Log on the YCN Education Group webpage.	C Murray	31/05/2008
4. Matters arising			
4.1 Webpage			
Log No	Action	Lead(s)	Deadline
3	The palliative care education group section of the YCN webpage is now operational and includes education contacts and links to e-resources. To update annually.	All	N/A

5. Skills escalator			
Log No	Action	Lead(s)	Deadline
4	<p>Vanessa Taylor presented initial work carried out by Pauline Dodsworth and herself on a skills escalator for palliative care competencies. This would involve defining minimum competencies for staff working at different bands and in different settings (generalist settings, specialist settings and specialists working in general settings). It was felt by the group that this would be a very valuable piece of work but that the escalator would also need to be mapped to the Knowledge and Skills Framework and be applicable to a range of professionals.</p> <p>Vanessa Taylor and Pauline Dodsworth to further this work and present a draft at the September meeting.</p>	V Taylor/P Dodsworth	15/09/2008
6. YCN Education Mapping			
Log No	Action	Lead(s)	Deadline
5	<p>In response to Jason Ward's email of 18th February to education leads Catherine Scoggins had received data on annual palliative care education activity from York, Kirkwood Hospice, Leeds and Bradford & Airedale. Catherine Scoggins has collated the information on Excel spreadsheets outlining; course details, target audience, frequency of the event and level of staff attending. The group felt that the information was valuable to gain on overview of education activity across the network (in particular which groups are receiving education) and that it might also be useful for districts to compare their activity with others and use this to influence education and service development locally. If the data was collated annually we may be able to see trends in education provision.</p> <p>Jason Ward to re-email district leads who have not provided education summaries/reports. Catherine Scoggins to collate and feed back at the September meeting.</p>	J Ward/C Scoggins	15/09/2008
7. YCN Palliative Care Educational Event Evaluation of 'The Hidden Costs of Palliative Care' Half day event late 2008/2009 event			
Log No	Action	Lead(s)	Deadline
6	<p>The evaluations of the day were reviewed and felt to be very positive. The group extended their thanks to Clair Murray and other staff at the YCN who ran the day very efficiently. It was noted that attendance from specialist palliative care staff had increased compared to previous years with 62% of attendees being specialists in palliative care this year. It was noted that only 5 attendees were district nurses compared to 19 to 37 in previous years. As the number of hospital nurses attending has increased it was felt the programme was still attractive to generalist nurses but that gaining study for many was increasingly difficult.</p> <p>A lengthy discussion around users attending education events for professionals took place following specific feedback from a professional attending the event who was concerned about the behaviour of a user on the day.</p> <p>It was agreed that Jason Ward write to the professional involved to offer our apologies and outline the action we propose to take to try to prevent a recurrence of this year's problem. Jason Ward to discuss the complaint with the User Partnership Manager at the YCN. Future workshops should include a facilitator from the education group to help with difficult group dynamics.</p>	J Ward	06/06/2008

7. YCN Palliative Care Educational Event Evaluation of 'The Hidden Costs of Palliative Care' Half day event late 2008/2009 event			
Log No	Action	Lead(s)	Deadline
7	<p>► Future Educational Events</p> <p>It was felt that the format of an annual network education day was very successful and that we should plan a similar event for 2009. It was agreed to have a similar format to this year and that a small group would meet to draft a provisional programme. The day would be held on March 5th or 12th 2009.</p> <p>Jason Ward to convene a group to draft the programme. Any ideas for a theme or topics to be covered to be emailed to Jason Ward by Monday 23rd June.</p>	All	23/06/2008
8. Evaluation tools			
Log No	Action	Lead(s)	Deadline
8	<p>The draft evaluation tools were discussed. Although the group felt these are very useful and comprehensive there were concerns about implementing them widely as many organisations prefer to use their own evaluation instruments.</p> <p>To upload the evaluation tools on to our webpage for general use. Members to encourage use of the tools and feedback at the next meeting.</p>	All	15/09/2008

Date of Next Meeting(s)

Monday 15th September 2008 2:30 pm
The Board Room, St Gemma's Hospice

Monday 1st December 2008 2:30 pm
The Board Room, St Gemma's Hospice